



26 August 1997

Personnel

BASE DETAILS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 82 CS/SCSPL (June Murray)

Certified by: 82 CS/SCS (Lt John McKinney)
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HQ AETC/SCM

This instruction implements Air Force Policy Directive 36-26, Military Force Management, December 1993, and sets up procedures and responsibilities for the assignment of details for which the 82d Support Group Commander (82 SPTG/CC) is responsible. It prescribes the use of SAFB Form 97, Request for Detail, and applies to all assigned, attached, and tenant units on Sheppard Air Force Base. It does not apply to geographically separated units.

SUMMARY OF CHANGES

Retreat Reviewing Official and Commander of Troops were deleted. Drug Audit/Inventory (Military Working Dog Program) was added. Chaperone of Female Correctees eligibility was changed to Senior Airman through Technical Sergeant. Report of Survey Financial Liability Officer's eligibility was changed to include civilian WG-9, WL-5, WS-1, or GS-7 or above. A "*" indicates new material.

Section A – Detail Explained

1. Details are special tasks of a temporary nature and are performed on an as needed basis. See Attachment 1 for listing of recurring and special base details.

Section B – Eligibility and Exemptions

2.1. Eligibility. Personnel of assigned, attached, or tenant units on Sheppard Air Force Base are eligible to perform details.

2.2. Exemption:

2.2.1. Wing/Group Commanders, Wing/Group Deputy Commanders, the Senior Enlisted Advisor, Squadron Commanders, First Sergeants, personnel assigned to 80th FTW and personnel on flying status are exempt from base details.

2.2.2. Units may submit requests for unit exemption if the organization has a unique or special mission, or is exempted by regulation. The request for exemption should be sent to 82 SPTG. The 82 SPTG/CC will approve or disapprove the request and forward it to 82 CS/SCS.

2.2.3. Commanders may exempt from details personnel whose working conditions are unusual or uncommon. However, personnel in this category will be included in the unit strength computation.

Section C - Responsibilities

3.1. The Commander, Support Flight, 82d Communication Squadron (82 CS/SCS) is responsible for the overall supervision, maintenance, and administration of the Sheppard AFB detail assignment program, and is delegated the authority to approve detail requests. Specifically the Commander, Support Flight will:

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3.1.1. Task the units for details by using unit strength computation on personnel assigned by grade.

3.1.2. Allocate detail assignments to units on an equitable basis.

3.1.3. Notify the responsible unit by sending them the SAFB Form 97 which gives the date, time, location, and other requirements for the detail.

3.2. Units or agencies requiring detail persons will:

3.2.1. Submit requirements for on SAFB Form 97, to arrive at 82 CS/SCSPL/ Stop 19, at least 15 days prior to the suspense date indicated on the form.

3.2.2. List on the request the authority for the request using the specific higher headquarters directive, including paragraph number.

3.3. The units tasked for detail will;

3.3.1. Take immediate action, within the specific time limits or suspense, to select and notify the individual chosen for the detail.

3.3.2. Inform selectee of any special instructions involved.

3.3.3. Complete and return SAFB Form 97 to Base Detail Monitor (82 CS/SCSPL) by the suspense date, stating the grade, name, social security number, office symbol, and duty phone number of selectee.

3.4. Vehicle Operations (82 LG/LGTO) will provide a vehicle for the Base Litter Patrol.

4. FORMS PRESCRIBED: SAFB Form 97, Request for Detail.

GARY J. BUNDY, Colonel, USAF
Vice Commander

Attachment
List of Recurring and Special Details

A1.1. LIST OF RECURRING AND SPECIAL BASE DETAILS**Recurring Details**

*Drug Audit/Inventory (Military Working Dog Program)
 Base Litter Patrol Supervisor
 Base Testing Inventory and Destruction Officer
 Cash Verification Team
 *Chaperone of Female Correctees
 Correctional Custody Shift Supervisors
 Inventory of Accountable Forms
 Senior Airman Below-the-Zone Promotion Board

above) and

Special Details

Line of Duty Investigating Officer
 (Injuries, Accidents, or Diseases)
 *Report of Survey Financial Liability Officer

Property and Abandoned Vehicle Survey Officer

Eligibility Status

MSgt (or above)
 SrA through TSgt
 One Officer (any grade)
 One MSgt (or above)
 Female - SrA through TSgt
 SrA through TSgt
 One MSgt (or above)
 One CMSgt, three MSgts (or

One TSgt

Officer (grade varies)

One Officer or NCO (MSgt or above),
 civilian WG-9, WL-5, WS-1 or GS-7
 (or above)
 Officer or NCO